

Commissioner of the Revenue

Mission:

The Commissioner of the Revenue is responsible for accurately identifying and assessing all sources of revenue to which the County is entitled by law. Accurate and useful information concerning revenue assessments is provided to taxpayers and County officials to enable informative decision-making that is in the best interest of York County citizens. The Commissioner of the Revenue provides friendly, fair, and efficient service to taxpayers; and constantly strives to improve service and procedures.

Goals:

- Increase in office space by converting manual Real Estate numerical files to Excel.
- Separate real estate parcels to correspond with GIS record(s).
- Offer on-line filing and payment of annual Business License.
- Accurately identify and assess all sources of revenue entitled by law.
- Ensure timely filing/payment of applicable Business License and Personal Property, Meals, Transient Occupancy, and Short-term Rental Taxes by all businesses.
- Implement process and procedure changes as a result of laws passed which affect taxes administered by this office, and track all legislation that affects this office.
- Increase productivity through enhanced computerization.

Implementation Strategies for FY2005:

- Offer fillable/submittable form(s) for on-line filing of Business Tangible Personal Property Returns, and Boat/Mobile Home Returns.
- Ensure fair and equitable administration of the Personal Property Tax Relief Act (PPTRA) and comply with HB30 enacted by the 2002 General Assembly.
- New implementation of audit of Federal Schedule C's & Depreciation Schedule.
- Use flex schedules for employees in an effort to reduce overtime.
- Continue to image Tax Forms, and associated correspondence required to be maintained by this office for a period of six years; and to expand the imaging process to include Real Estate records.
- Continue to audit various business accounts to ensure compliance with applicable taxes and education to the taxpayer(s).
- Continue to screen for accuracy, process State income tax returns and estimated vouchers.
- Offer i-File for filing State income tax returns for any person that visits our office.
- Ensure that staff is cross-trained in the various office sections and that written procedures are in place.

Budget Issues:

- In FY2001, expanded the imaging process to include Business Tax Forms.
- In FY2003, due to state mid-year budget reductions, funding from the State Compensation Board was reduced 11% totaling ~ \$16,600 for this office.
- In FY2004, the continued state reductions totaling \$16,600 were reflected in reductions to personnel of \$14,500 and to non-personnel of \$2,100.
- FY2005, there are no significant changes.

General Fund Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Original Budget	FY2004 Expected Appropriations	FY2005 Adopted Budget
50126 Commissioner of the Revenue						
Personnel Services	584,184	587,001	612,094	639,933	639,933	722,004
Contractual Services	20,043	15,844	17,066	22,300	22,300	21,850
Internal Services	27,075	24,495	34,839	34,500	34,500	34,510
Other Charges	23,834	24,436	24,775	25,900	25,900	27,000
Materials & Supplies	13,899	11,379	10,729	11,600	11,600	10,650
Leases & Rentals	2,617	3,963	4,098	13,100	13,100	13,000
Capital Outlay	<u>4,690</u>	<u>15,057</u>	<u>1,934</u>	<u>7,600</u>	<u>7,600</u>	<u>6,350</u>
Activity Total	<u>676,342</u>	<u>682,175</u>	<u>705,535</u>	<u>754,933</u>	<u>754,933</u>	<u>835,364</u>
Percentage Change	6.56%	0.86%	3.42%	7.00%	N/A	10.65%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	5.00	5.00	5.00	5.00	5.00	5.00
Admin/Clerical	9.00	9.00	9.00	9.00	9.00	9.00
Trades & Crafts	-	-	-	-	-	-
Total	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>

